SIS2000+ Training Manual

Logging into SIS2000+

Using Login

Training Objectives

Successfully log in to SIS2000+
> Access the SIS2000+ Login Screen.
> Select a school.
> Enter a password to access the SIS2000+ Main Menu.
> Locate the HTML documentation instead of online help.
> Set the system date.
> Run two sessions of the same module simultaneously.
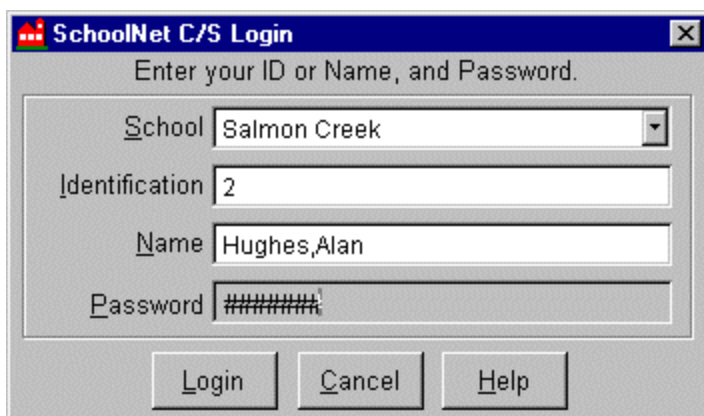> Manage the SIS2000+ Time Out feature.
> Exit SIS2000+.

Tasks

Access

Find and click on the SIS2000+ icon on the desktop

Login

The "Login" Screen

Use the School drop box to choose your school

Enter ID number in the **Identification** field or last name in the **Name** field

Find your name from the list by entering the first few letters of your last name and pressing Enter. Selecting your name from the list. Enter your password

If your login was successful, you will see the SIS2000+ main menu

The Menu Bar

Quitting the System

Select **File**, and then select **Quit**

Help

Available through the Netel website at:
http://www.netel.com/webdoc/default.htm

About

Shows copyright information for the version of SIS2000+ that you are using.

Changing the System Date

Select **Date**
Click on field button to activate calendar
Use **VCR** buttons to find date
Click on the desired date

Exit SIS2000+

Double click left corner of the main menu or single click and select close.
Simultaneous Sessions of SIS2000+.
If you activate concurrent sessions of the SIS2000+ application the system will ask for confirmation. This is a warning, since the last entry made and saved in either session will be the recorded entry.

SIS2000+ Time Out

User definable timeouts may be set as a security function.

Switch Schools

A user may switch schools when logged in, without quitting and logging into a different school, if a user has an active status record for the District Office. To switch schools, login initially to the District Office by selecting it from the School drop box. Once logged in, to switch to a specific school, select the **File** menu and click **Switch Schools**. The switch school option displays a list of schools and their tracks for which the user has an active status record. Select whichever school track is desired, and continue. To change schools again, simply repeat these steps and select **File** menu and click **Switch Schools**.